

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
WATER ENTERPRISE							
<i>Personnel Services</i>							
Salary Department Head	\$42,817	\$48,967	\$51,941	\$54,259	\$55,615	\$58,428	
Salaries Clerical	\$29,715	\$30,026	\$32,187	\$32,932	\$43,707	\$47,982	
Salaries Clerical Overtime	\$1,996	\$1,954	\$4,379	\$5,585	\$5,000	\$5,000	
Wages	\$190,010	\$204,280	\$193,982	\$215,248	\$234,177	\$206,117	
Water License Fee	\$7,665	\$7,626	\$7,967	\$7,695	\$1,456	\$1,492	
Wages Overtime	\$45,693	\$63,087	\$34,755	\$61,849	\$50,000	\$50,000	
Longevity	\$1,458	\$0	\$2,108	\$2,591	\$2,941	\$2,591	
Stipends	\$8,970	\$9,163	\$9,185	\$9,390	\$17,620	\$17,620	
Total	\$328,323	\$365,102	\$336,504	\$389,548	\$410,515	\$389,230	\$0
<i>Expenses</i>							
Testing Water	\$9,310	\$9,069	\$42,435	\$66,329	\$30,000	\$80,000	
Services Engineering	\$15,694	\$14,485	\$44,152	\$58,971	\$30,000	\$50,000	
Police Details	\$5,119	\$5,524	\$815	\$1,414	\$9,000	\$9,000	
Training	\$470	\$2,240	\$1,016	\$925	\$4,000	\$4,000	
Inspections	\$0	\$170	\$1,800	\$0	\$4,000	\$4,000	
Equipment Hired	\$28,785	\$38,883	\$19,964	\$31,117	\$33,000	\$40,000	
Supplies & Expenses	\$111,717	\$129,506	\$111,159	\$77,238	\$110,000	\$110,000	
Propane Gas	\$5,632	\$5,851	\$2,505	\$5,863	\$7,331	\$7,331	
Stormwater		\$3,744	\$0	\$3,532	\$0	\$0	
Water/Sewer	\$612	\$661	\$684	\$600	\$0	\$0	
Telephone	\$5,036	\$4,839	\$4,524	\$3,641	\$7,000	\$9,000	
Electricity	\$106,764	\$97,156	\$96,287	\$93,139	\$106,651	\$106,651	
Postage	\$1,948	\$2,683	\$3,326	\$3,255	\$4,450	\$4,450	
Clothing	\$2,986	\$3,917	\$3,436	\$3,152	\$5,000	\$5,000	
Advertising	\$557	\$1,068	\$495	\$5,361	\$2,000	\$4,000	
Membership	\$770	\$895	\$1,008	\$595	\$1,000	\$1,000	
Equipment	\$7,708	\$11,996	\$23,409	\$23,505	\$22,000	\$22,000	
Vehicle Supply/Repair	\$9,367	\$4,742	\$7,111	\$10,600	\$12,000	\$15,000	
Diesel Fuel	\$5,484	\$10,744	\$9,906	\$11,164	\$10,000	\$10,000	
Farm & Walnut St Tank Maintenance					\$214,000	\$214,000	
Miscellaneous Expense	\$23,168	\$22,088	\$22,346	\$39,325	\$28,958	\$28,958	
Water LTD Principal	\$287,645	\$292,080	\$392,843	\$418,000	\$448,334	\$571,667	
Water STD Principal	\$50,000	\$0	\$0	\$0	\$0	\$0	
Water LTD Interest	\$91,581	\$83,902	\$186,132	\$174,189	\$195,876	\$251,529	
Water STD Interest	\$13,110	\$0	\$13,165	\$3,250	\$0	\$0	
Reserve Fund				\$0	\$50,000	\$50,000	
Transfer to General		\$241,436	\$247,840	\$261,248	\$294,833	\$302,204	
Total	\$783,462	\$987,680	\$1,236,356	\$1,296,410	\$1,629,433	\$1,899,790	\$0
TOTAL BUDGET	\$1,131,886	\$1,406,738	\$1,660,534	\$2,095,322	\$2,538,522	\$2,289,020	\$0

BUDGET NARRATIVE

Major Duties:

This Department maintains, tests, and monitors the water and complete delivery system for the Town. The system is composed of six wells, four treatment facilities, two water tanks, water mains, hydrants, valves, Scada system, and the Walnut Street booster pumps. The water that is delivered to all customers consistently meets or exceeds all D.E.P. standards. The Water Department reads all water meters four times a year. The Water Department also response to all water breaks 24 hours a day 7 days a week.

Reports:

Lead and copper samples required-20 samples every 3 years
Winter/summer Bacteria samples required-19 samples per month
CT Determination for Ground Water Rule-monthly
Stage 2 Disinfection BY-Products quarterly
Notification of Water Use Restriction-yearly and as needed
TTHM/HAA5 compliance-4 samples yearly
Monthly/Quarterly testing for PFAS 6
Consumer Confidence Report(CCR)-yearly
Annual Statistical Report(ASR)-yearly

Accomplishments:

Department complied with all state testing and reporting.

At the November Annual Fall Town Meeting, 5.6M dollars was appropriated to construct a new treatment plant to be located at the George D'Angelis wells #1 and #2. The new treatment plant will remove the PFAS 6 that is regulated by the MassDEP.

The Department is also completing a study for treatment plant improvements for wells 3,4,5, and 6 to deal with PFAS issues.

FY23 Departmental Goals

A new treatment plant will be constructed at the George DeAngelis site located at 7 Water Street. When the treatment plant is completed both wells #1 and #2 will be put back online and will have readings below 20ppt for PFAS 6.

Spending Highlights for FY23

Decrease Wages - from \$410,515 to \$389,230. The decrease will still cover all contractual item.

Increase Expenses - not all information was given to complete this report.

Non-tax Funding

DEPARTMENT: Water

Budget Request Above Level Service

Title: DPW Water Enterprise Fund

Description of Request:

Expenses:

- Testing Water: increase \$50.00.00**
- Services Engineering: increase \$20,000.00**
- Equipment Hired: increase \$7,000.00**
- Telephone: increase \$2,000.00**
- Advertising: increase \$2,000.00**
- Vehicle Supply/Repair: increase \$3,000.00**
- Transfer to General Fund 2.5%: increase \$7,371**

Detailed Cost Impact:

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

All of these items have contracts associated with them and will impact the FY23 budget.

CAPITAL PROJECT DETAIL SHEET

Project Title: Water System Flushing Services	
Department: Millis Department of Public Works	Category: Water Enterprise funds
Description and Justification:	
<p>The Town of Millis, has an existing unidirectional flushing plan that was created in 2015. The Town has not been able to execute this plan and has requested that Kleinfelder provide review, updates, training, and assistance to help the Town with implementing a unidirectional flushing and valve exercising program.</p> <p>As part of the MassDEP 2020 Sanitary Survey inspection of the Millis Water Department, this was put under the listing category of "Deficiencies" and has given the Town time to implement the program.</p> <p>(see attached quote)</p>	

Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design	8	\$44,968	\$44,968					
C. Land Acquisition								
D. Construction								
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$44,968	\$44,968					

- Source of Funds Legend**
- | | | | |
|------------------------|-----------------|-----------------------------|-------------------------------------|
| (1) Operating Revenues | (3) State Aid | (5) EMS Revolving Fund Fees | (7) Sewer Enterprise Fund Fees |
| (2) Municipal GO Bonds | (4) Trust Funds | (6) Free Cash / Other | (8) Water Enterprise Fund Fees |
| | | | (9) Stormwater Enterprise Fund Fees |



December 22, 2021

Mr. James F. McKay, Director
Town of Millis Department of Public Works
900 Main Street
Millis, MA 02054

RE: Proposal for Water System Flushing Services

Dear Mr. McKay:

Please find herein a proposed Scope of Services to assist the Town in performing the existing drinking water distribution system unidirectional flushing plan.

BACKGROUND AND PURPOSE

The Town of Millis, MA has an existing unidirectional flushing plan created in 2015 by others. The Town has not been able to execute this plan and has requested that Kleinfelder provide review, updates, training, and assistance to help the Town with flushing and valve exercising.

SCOPE OF SERVICES

Task 1 – Water Valve Exercising Program Assistance

Kleinfelder will provide up to 100 hours of office and/or field-based assistance and training for the Town's water operations staff to implement a valve exercising program for water distribution system valves. Kleinfelder will help the Town prepare a plan to identify deficient valves that are paved over, seized, and have rounded operating nuts. If needed, Kleinfelder support may include GIS updates. This will help the Town correct the deficiency noted in the 2020 MassDEP Sanitary Survey.

Task 1 Deliverable:

- Draft and Final memo outlining a valve exercising program for the Town

Task 2 –Unidirectional Flushing Program Assistance

2A: Plan Review & Updates: Kleinfelder will review the Town's existing unidirectional flushing plan for completeness, clarity and efficiency. This review will require reading each flushing sequence and evaluating the maps and comparing them to the Town's water maps. Kleinfelder will discuss proposed updates to the plan with the Town and design proposed changes for incorporation into the existing plan. Kleinfelder assumes that up to 20 changes to the plan may be recommended for updates.

2A Deliverables:

- Draft and Final memo summarizing flushing plan review

- Draft and Final sequence updates

2B: UDF Training: Kleinfelder will provide one 3-hour office-based training session for the Town's water operations staff to review the plan and discuss logistics including important considerations for safety and customer relations. At the training, each attendee will be asked to explain a flushing sequence from start to finish – explaining where to go, what valve(s) to open or close, what hydrant(s) to operate and how to handle public interactions. Kleinfelder staff will provide advice throughout the training session.

2B Deliverable:

- Up to 3 hours of in-person or remote training with associated training documents and presentations.

2C: Unidirectional Flushing Plan Field Support: Kleinfelder will provide up to 40 hours of field-based training / support for the Town's water operations staff to complete unidirectional flushing sequences from the Town's flushing plan, as modified in Task 1.

2C Deliverable:

- Notes on flushing topics discussed in the field.

EXCLUSIONS AND ASSUMPTIONS

- Kleinfelder assumes that all valve and hydrant operations will be by Town staff using Town equipment.
- Kleinfelder assumes that the Town will provide a suitable location for training.
- Kleinfelder assumes that all public notices will be distributed by Town staff.

FEE ESTIMATE

Task	Estimated Hours	Total Fee
1 – Water Valve Exercising Program Assistance	100	\$15,832
2A – Review / Update of Existing Unidirectional Flushing Plan	110	\$15,974
2B – Unidirectional Flushing Plan Training	21	\$3,172
2C – Unidirectional Flushing Plan Implementation Support	44	\$6,436
Total	175	\$44,968

The proposed scope of services for all tasks will be completed for a lump sum price.

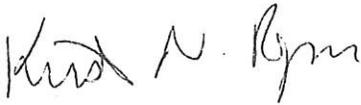
SCHEDULE

Kleinfelder will commence work under this Agreement immediately upon receipt of an executed copy of the Agreement and shall use its best efforts to perform all services under this Agreement as expeditiously as is consistent with professional skill and care and the orderly progress of the work.

Thank you for the opportunity to be of service to Millis. If you have any questions, please feel free to contact me at KRyan@kleinfelder.com.

Respectfully Yours,

KLEINFELDER

A handwritten signature in black ink, appearing to read "Kirsten N. Ryan". The signature is written in a cursive style with a large initial "K".

Kirsten Ryan, Project Manager

cc: File



Town of Millis

Capital Planning Committee

Priority Ranking Worksheet

Project Name:	Water Systems Flushing Services
Priority Ranking:	1
Project Type:	Design
Useful Life:	30 years
Responsible Department:	Millis Department of Public Works

Criteria	Description	Rating Scale (1-9)	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00 see form 7 for more information
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	9.00 see form 7 for more information
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	9.00 see form 7 for more information
Priority Factor			27.00

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	27.00	40.50	
Employee Health and Safety	0	1.25	27.00	-	
Regulatory Mandate	1	1.50	27.00	40.50	
Frequent Problems	1	1.25	27.00	33.75	
Generates Revenue	0	1.00	27.00	-	
Lowers Ongoing Operation Costs or generates savings	1	1.25	27.00	33.75	
Age or Condition of Existing	1	1.00	27.00	27.00	
Public Benefit	1	1.25	27.00	33.75	
Public Demand	0	1.00	27.00	-	
Synergy with Other Projects	0	1.00	27.00	-	
Comprehensive Plan Component	1	1.25	27.00	33.75	
Total Score				243.00	

*Project Rating - Using Rating Scale rate your project from 1 - 9

**Applicable - Enter a 1 if your project meets the Priority Ranking Criteria